

**AN ORDINANCE ADOPTING COUNTY OF VIGO, INDIANA
SALARY SCHEDULE AND COMPENSATION POLICIES
OF MERIT OFFICERS**

WHEREAS the County of Vigo, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Vigo County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the County General fund, County Highway fund, County Health fund, County Park and Recreation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

- (1) fix the number of officers, deputies, and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract with persons to assist in the development of compensation, and

WHEREAS Vigo County contracted with a professional human resources consulting firm to conduct a job classification and compensation study and Fair Labor Standards Act (FLSA) audit, and

WHEREAS, the Vigo County Council wishes to establish compensation schedules and pay policies;

NOW THEREFORE, it is ordained as follows:

- A. The attached FLSA exempt and non-exempt classifications are hereby adopted for the purposes of calculating overtime for employees holding non-exempt positions; employees holding exempt positions are not eligible for FLSA overtime or FLSA compensatory time.
- B. The Vigo County Personnel Policy, effective September 12, 2017, is hereby adopted by reference; compliance with such policies are a term and condition of County employee compensation; County employees are entitled to pay for leave policies specified in the Vigo County Personnel Policy; and the County Auditor shall not issue pay warrants for paid leave not specified in the Vigo County Personnel Policy;
- C. The attached schedule of regular pay rates and overtime pay rates shall be established and adopted on the 9th day of October 2018 and shall be in full-force and effect on January 1, 2019. Employees shall not receive compensation above the salary range authorized for their position in the salary ordinance; and the County Auditor shall not issue pay warrants for pay that exceeds the authorized amount specified in the salary ordinance. New employees and existing employees transferring positions shall be compensated at the minimum salary established for the assigned classification level.
- D. The number of officers, deputies, and other employees shall not exceed the number authorized in this salary ordinance.
- E. The attached job classification and compensation maintenance system is hereby adopted. All County Council adopted job descriptions having a job requirement that states "Possession of a valid Indiana driver's license and a demonstrated safe driving record," shall be amended to state: "Possession of a valid driver's license and a







demonstrated safe driving record."

- F. Any Merit Deputy with the exception of the Chief Deputy assigned the following classifications will receive the corresponding annual amount in addition to their base pay. Merit Deputies receiving classification pay are limited to the number indicated in parenthesis:

a. Major	\$6,500
b. Jail Commander	\$6,500
c. Lieutenant (6)	\$3,500
d. First Sergeant (4)	\$2,500
e. Sergeant (4)	\$1,500
f. Detective (10)	\$1,500
g. K-9 (1)	\$ 566

- G. A Merit Deputy Sheriff or Matron shall receive longevity pay annually commencing at the beginning of the calendar year of his/her 4th year in the amount of \$275. For each subsequent year of service, they shall receive longevity pay up to the maximum of \$4,400.00.
- H. Merit Deputies and Matron receive \$1,650.00 per year clothing allowance.
- I. Non-Merit Deputies volunteering an average of sixteen (16) hours per month during the year, receive \$1,250.00 per year clothing allowance.
- J. Merit Deputies will receive one half (1/2) of the total accumulated, but unused, sick days upon retirement after twenty (20) years.
- K. The overtime rate for the Merit Deputies assigned to the Wabash Valley Safe Streets Task Force is to be equivalent to \$38.15 per hour.
- L. All other overtime is to be paid in accordance with Fair Labor and Standards Act at a rate of one and one half (1 ½) times the salary plus longevity.
- M. The compensation amounts are listed as bi-weekly and annual amounts and the calculation of the bi-weekly or hourly compensation rates may result in a slight variation and will not be adjusted at the year end.
- N. In the event of an extended Military or Family Medical Leave of a merit officer exceeding six (6) weeks, the Sheriff may employ a Temporary Deputy. A Temporary Deputy shall be compensated at a rate of ninety (90) percent of the base rate of a merit deputy. A Temporary Deputy shall not work more than 29 hours in a pay week and is not entitled to any benefits. A sufficient appropriation in Personal Services must exist in the Sheriff budget prior to the employment of a Temporary Deputy. The Sheriff should submit a plan detailing the anticipated period of time a Temporary Deputy will be required and the number of hours for that period to the Auditor's Office for verification of sufficient appropriation.
- O. Compensatory time will be limited per the Vigo County Sheriff's Department Standard Operating Procedure, PER-017, effective 12/01/13. See Exhibit 1.

Presented to the Vigo County Council, read in full and adopted as written this 9th day of October, 2018.

Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		James R. Mann II	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		Mike Morris	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		Bill Thomas	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		Vicki Weger	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		Tim P. Curley	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		Brendan Kearns	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		Aaron Loudermilk, President	

Attest:

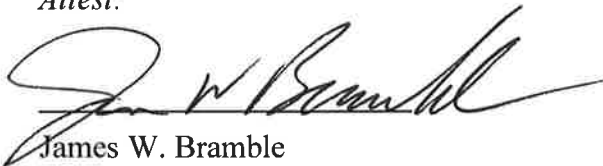

James W. Bramble
Vigo Auditor

Exhibit 1

Vigo County Sheriff's Department Standard Operating Guidelines	
Reference Number: PER-017	Effective Date: 12/01/13
Subject: Employment Practices - Work Week, Overtime, Court Time	Revised: 11/13/2013
Special Instructions: Replace all previous	Number of pages: 3
This directive is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis in a non-judicial administrative setting.	

PURPOSE

Establishes guidelines pertaining to work week overtime and court time.

POLICY

Department employees are required to present themselves for duty on each scheduled duty day as set forth in department SOG.

PROCEDURE

A. Work Week: Regular Duty

1. The Sheriff shall establish duty hours for all department employees.

B. Work Week: General Attendance

1. Officers will present themselves for duty on each scheduled duty day with the following exceptions:
 - a. When absence is due to illness, and it has been reported to his commanding officer at the earliest possible moment or before the start of duty hours.
 - b. When on vacation, taking approved accumulated time off or if an authorized leave of absence has been granted.

C. Work Week: Stand by Duty

1. All duly sworn officers of the department are on twenty-four (24) hours' call except when absent due to illness, on vacation, taking approved accumulated time off, or where an authorized leave of absence has been granted.

2. When contacted by a superior officer on regularly scheduled off duty days, they shall make themselves available for duty as requested, and as soon as possible.
3. Any duty time performed during regularly scheduled off duty periods shall be logged as accumulated authorized overtime.

D. Work Week: Authorized Overtime

1. Any officer performing overtime duty must have authorization from his or her direct supervisor when possible otherwise it must be approved by any department supervisor.
2. All earned overtime will be reported to the secretarial staff as part of the officer's monthly activity report. In almost every situation the approving commander of the monthly report should be the supervisor of the shift or division in which the overtime is actually earned.
3. The monthly report will briefly explain the need or reason for the earned overtime.
4. Overtime Authorization for is not required for grant funded projects. However, officers working grant projects cannot claim grant funded hours as regular work hours. An officer may take accrued leave time to work grant funded projects.
5. Overtime is to be reported in actual overtime earned or taken. Do not multiply by one and one-half. All record keeping of overtime by secretarial staff will be recorded in actual overtime hours. Overtime taken, as compensatory time will be adjusted by secretarial staff at the one and one-half rate.
6. The approval of the officer's immediate supervisor is required when extra days off are taken utilizing accumulated overtime.
7. A deputy sheriff may accumulate a maximum of forty (40) hours in approved overtime during the period of December 1st to November 30th. If at any time during this 12 month period a deputy exceeds forty (40) hours of authorized overtime he/she shall be compensated for all hours in excess of forty (40) hours on the next practical pay cycle following the report of the overtime to the secretarial staff.
8. During the 12 month period if a deputy has a change in position that either increases or decreases their pay rate all overtime hours that the deputy has accumulated will be paid out at the rate of which the overtime was earned.
9. At the end of each 12 month period (November 30) all overtime that remains on record for the deputy as of November 30th will be reported to

the auditor in the month of December and that officer will be compensated for ALL accumulated hours and thus a deputy will return to zero hours of accumulated overtime on December 1.

10. A deputy may utilize any or all of his/her accumulated overtime during this twelve month period as permitted by their immediate supervisor.

E. Court Time

1. Frequently, police officers are required to testify in judicial hearings or trials concerning criminal violations. Any officer of the department, who performs such duty during regularly scheduled off duty periods, shall be compensated for it in the form of accumulated overtime.

- F. This guideline is to be used in conjunction with all relevant department regulations, rules, policies, and procedures.

VIGO COUNTY, INDIANA
MERIT OFFICERS SALARY ORDINANCE
2019

Job Category: Merit POLE

Department	Title	Classification	Status	2019 Compensation Base (\$45,999) + Rank
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$45,999
Sheriff	Sheriff Deputy/School Res Ofcr	Merit POLE A	Non Exempt	\$45,999
Sheriff	Detective	Merit POLE B	Non Exempt	\$47,499
Sheriff	Detective	Merit POLE B	Non Exempt	\$47,499
Sheriff	Detective	Merit POLE B	Non Exempt	\$47,499
Sheriff	Detective	Merit POLE B	Non Exempt	\$47,499
Sheriff	Detective	Merit POLE B	Non Exempt	\$47,499
Sheriff	Detective	Merit POLE B	Non Exempt	\$47,499
Sheriff	Sergeant	Merit POLE B	Non Exempt	\$47,499
Sheriff	Sergeant	Merit POLE B	Non Exempt	\$47,499
Sheriff	Sergeant	Merit POLE B	Non Exempt	\$47,499
Sheriff	Detective/Sergeant *	Merit POLE B	Non Exempt	\$48,999
Sheriff	First Sergeant	Merit POLE C	Non Exempt	\$48,499
Sheriff	First Sergeant	Merit POLE C	Non Exempt	\$48,499
Sheriff	First Sergeant/Training Officer	Merit POLE C	Non Exempt	\$48,499
Sheriff	Detective/First Sergeant *	Merit POLE C	Non Exempt	\$49,999
Sheriff	Lieutenant	Merit POLE D	Non Exempt	\$49,499
Sheriff	Lieutenant	Merit POLE D	Non Exempt	\$49,499
Sheriff	Lieutenant	Merit POLE D	Non Exempt	\$49,499
Sheriff	Detective/Lieutenant *	Merit POLE D	Non Exempt	\$50,999
Sheriff	Captain/Jail Commander	Merit POLE E	Exempt	\$52,499
Sheriff	Major/Administrative	Merit POLE E	Non Exempt	\$52,499

Note: Merit Officers have a separate longevity program.

VIGO COUNTY, INDIANA
MERIT OFFICERS SALARY ORDINANCE, SPECIAL OCCUPATIONS
2019

Department	Title	Classification	Status	2019 Base
Sheriff	Chief Deputy	Special Occupation	Exempt	\$ 62,630
Sheriff	Jail Matron*	Special Occupation	Exempt	\$ 45,999

Note: Merit Officers have a separate longevity program.

**Position receives same base rate, clothing allowance, and longevity as Merit Officers*